

Appendix E

Letter to Chiefs, Rural Departments

April 9, 2004

«Title» «FirstName» «LastName»
«Company»
«Address1»
«City», «State» «PostalCode»
«WorkPhone»

Dear «Title» «LastName»:

Thank you for agreeing to participate in this important DCJS statewide study on bias-based policing. Enclosed, please find the officer questionnaires to be distributed throughout your department. As Joyce Bradford from DCJS explained, we have identified a sample population from a number of large, midsize, and small police agencies throughout Virginia. Please ensure that you distribute the questionnaires and response envelopes to a sample of sworn officers/deputies in your agency, including full or part-time deputies, jailers, and sworn auxiliary positions of various levels of command staff. This questionnaire should also be distributed to male, female, whites and minority line officers.

Deputies should not put any identifying characteristics on the officer questionnaire. Additionally, completion of the questionnaire is voluntary. Hence, if an officer is unwilling to complete the questionnaire, simply give the questionnaire to another officer who is willing. A unique three-digit number is located at the bottom of each questionnaire so that our researchers can identify the county in which departments are located. However, once the data has been input into the database, we will shred the questionnaires. We will report final data on a regional basis, not by individual localities.

Officers/deputies must place their completed questionnaires in the envelope, seal the envelope, and return the questionnaires to the individual distributing the questionnaires in your department. Respondents to the questionnaire can send their questionnaire directly to our offices in Montgomery, Alabama if they prefer. The sealed questionnaires will be opened only by the AUM Center for Government staff.

The instructions included on the questionnaire are self-explanatory. Participants should not experience any problems in completing the questionnaire. However, if you have any questions or concerns please contact me at 334-244-3041 (mcharles@cgov.aum.edu), or Joyce Bradford at 804-786-5665 (jbradford@dcjs.state.va.us).

For your convenience, we have provided a completed FedEx Airbill for you to attach to your package. All charges will be billed to the AUM Center for Government. A representative from your department can place the completed questionnaires in an available box/FedEx envelope, or request FedEx to bring a box/FedEx envelope when they collect your questionnaires. Send all completed questionnaires to the Center for Government, 75 TechnaCenter Drive, Montgomery, Alabama 36117, no later than 5:00 p.m. on **April 23, 2004**.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael T. Charles".

Michael T. Charles, Ph.D.
Director & Senior Executive Consultant

Enclosures